



# ***US ARMY FINANCIAL MANAGEMENT COMMAND***



## **GFEBS Invoice Processes for Commercial Vendor Services (CVS) (Contractual)**

United States Army Financial Management Command  
(USAFMCOM)  
Operational Support Team

Updated  
07/15/2015

# Action, Conditions and Standard

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- #**ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively execute the input of Vendor Invoice data into GFEBS
- #**CONDITIONS:** given access to the USAFMCOM GFEBS Training Environment, Army Knowledge Online (AKO) website and relevant Accounts Payable documentation
- #**STANDARD:** access the appropriate module of GFEBS to process the applicable Accounts Payable documentation while adhering to system procedures and maintaining Separation of Duties (SOD)

# References

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- ❖ Department of Defense Financial Management Regulation (DoDFMR), Volume 10 (*Contract Payment Policy and Procedures*)

<http://www.dod.mil/comptroller/fmr>

- ❖ Department of Defense Guide for Miscellaneous Payments

[http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous\\_pay.html](http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous_pay.html)

- ❖ DFAS-IN Manual 37-100-FY, The Army Management Structure

<http>

<://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200>

- ❖ Defense Federal Acquisition Regulation (DFAR)

<http://www.Acq.osd.mil/dp/dfars.html>

- ❖ Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act)  
5CFR 1315 (PPA)

<http://www.Acq.osd.mil/dp/dfars.html>

- ❖ DFAS-IN 37-1 Regulation

<http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200>



# References (Cont'd)

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## ❖ GFEBS Training Performance Support Website (PSW)

<https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm>

- L101E GFEBS Overview
- L201E Integrated Process Overview
- L210E Financials Process Overview
- L250E Acquisition process Overview
- L251E Accounts Payable Process overview
- L303E GFEBS Navigation and Reports
- L410E Introduction to Financials
- L413E Financial Reporting
- L416 Cash balancing
- L451E Material and Vendor Master Data Maintenance
- L454 Goods Receipt Processing
- L455 Invoice Processing
- L457E Purchase card

## ❖ Theater Financial Management Support Center (TFMSC) milWiki Portal

[https://  
www.milsuite.mil/wiki/Theater\\_Financial\\_Management\\_Support\\_Center/POC](https://www.milsuite.mil/wiki/Theater_Financial_Management_Support_Center/POC)

# Agenda

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- ▶ **Contractual Invoice Input Processes**

- ▶ Invoice Input Role based capabilities

- ▶ **MIRO** - Enter Incoming Invoice

- ▶ **Invoice Reversal Processes (Uncleared Invoices)**

- ▶ **MR8M** - Cancel Invoice

- ▶ **F-44** - Clear Vendor; Header Record (Finalize Invoice reversal)

- ▶ **Blocking an Invoice from Payment (manual process)**

- ▶ Invoice Block Role based capabilities

- ▶ **FB02** - Change Document (Block)

- ▶ **Releasing a Blocked Invoice for Payment**

- ▶ Invoice Block Role based capabilities

- ▶ **MRBR**- Release Blocked Invoices

- ▶ Other Invoice Related T-Codes

- ▶ Check on Learning

# Agenda (Cont'd)

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- ▶ **Document Attachments (Invoice)**

- ▶ Document Attachment Role based capabilities

- ▶ **FB02** - Change Document (file attachment)

- ▶ **Determining the current status of an CVS Payment (Clearing Documents)**

- ▶ Document Display Role based capabilities

- ▶ **FB03** - Display Document

- ▶ Check on Learning

- ▶ **Questions?**





# Contractual Invoice Input Processes

# Contractual Invoice Processing

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As defined by FAR 2.101, “Definitions,” an invoice is a contractor’s bill or written request for payment under the contract for supplies delivered or services performed. When vendors are permitted to Invoice in a non-electronic manner, they may submit Invoices on any type of form provided all contract required items of a proper Invoice are included on the document, unless their contract prescribes a specific form of invoicing

(DoDFMR Volume 10, 080404).

*Invoices may be processed in GFEBS before the “Goods Receipt” transaction but they will be saved as “Blocked for Payment” and will remain “Blocked” until the “Goods Receipt” is processed and the Invoice is “Un-Blocked”.*

**Note:** Invoice data is currently being received in GFEBS directly from an interface with iRAPT, formerly WAWF. Manual input of Invoices is becoming obsolete and only done manually when the interface fails and where iRAPT



# Invoice Input Role-based Capabilities

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The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBs Roles:

- ~~Chief of CVS (FMSU)~~
- ~~Senior CVS Analyst (FMSU)~~
- ~~Senior CVS Analyst (FMSSD)~~
- ~~CVS Analyst (FMSSD)~~
- **CVS Technician (FMSSD)**
- ~~CVS Clerk (FMSSD)~~

**Note:** Although only the CVS Technician has the ability to process an incoming Invoice, the transaction may be “viewed” by all CVS personnel during PO research.

# MIRO- Enter Incoming Invoice

**Demonstrate using Walkthrough PO 3**

**Note:** MIRO transactions are designed to be subject to the PPA (Prompt Payment Act)

**SAP Easy Access -**

Menu **MIRO** Enter

Transaction **MIRO** Enter

Menu **MIRO** Back Exit Cancel System Show PO structure

Transaction **MIRO**

Basic Data

Inv. rcpt date 11/15/2014

Invoice date 11/14/2014

Posting Date 11/19/2014

Amount

Tax amount

Text

Company Code ARMY UNITED STATES ARMY U.S.A.

Agency Loc Cd

Reference 3251638

Calculate tax

I0 (A/P sales tax, 0.0%)

Received in CVS 15 Nov 2014		

**INVOICE**

Invoice Number: 3251638

Date: 11-NOV-14

# MIRO- Enter Incoming Invoice

## (Cont'd)

**4** Enter Purchase Order (PO) number or query by other search criteria

Enter

If a Receipt was processed, the USD or Foreign Currency value of the received Goods will appear as a "Balance" and the receipt data will appear under "PO Reference" (Note: only if the MIGO was processed first)

Balance 192,090.36 - AFN

Vendor SW716050  
INDUSTRIAL CONSTRUCTION & TRADING CO  
BEIRUT ST  
32057 HAWALLY

17a. CONTRACTOR/ OFFEROR CODE SW716 FACILITY CODE  
INDUSTRIAL CONSTRUCTION & TRADING CO  
Beirut Street  
Hawally  
0  
TELEPHONE NO.

**\*physical copy of PO**

Once the PO data populates the screen, ensure it is the correct PO, the correct vendor and that money is available to process the Invoice (utilize the documentation on hand and PO History).

	Amount	Quantity	Unit	EA	PO Number	Description	Tax Code
1	118,644.06	6.000	EA		4502013332 10	Mother boards, Alienware, 6 ghtz	IO (A/P)
2	22,598.80	20.000	EA		4502013332 20	Optical Mouse, HP model HP5641	IO (A/P)
3	50,847.50	10.000	EA		4502013332 30	External DVD writer, HP model HP091021	IO (A/P)



# MIRO- Enter Incoming Invoice

(Cont'd)

Click the "Payment" Tab

Enter Invoice Total Amount (the currency Type will populate from the PO, this could be USD, AFN, or KWD for our examples)

Enter a two digit currency code in the text box for all DDS payments. (US, KW, or AF)  
Check if you would like the invoice to be exempt from the Prompt Payment Act (PPA).  
*Most MIRO transactions will be subject to the PPA*

May be utilized for processing Invoices with errors in order to hold until corrections are made and re-processed

Shipping and Handling:	Physical copy of Invoice
<b>Total Due:</b>	AFN 192,090.36

Inv. rcpt date 11/15/2014  
Invoice date 11/14/2014  
Posting Date 11/19/2014  
Amount 192,090.36  
Tax amount  
Text AF  
Paymt terms 30 Days net  
Baseline Date 11/14/2014  
Company Code ARMY UNITED STATES ARMY U.S.A.  
Agency Loc Cd 00008522 Department of the Navy (Army)  
Payment Office 21001 GFEB  
Lot No.  
☐ Exclude Invoice from PPA calculations  
Improper Invoice Information

# MIRO- Enter Incoming Invoice

(Cont'd)

The user can verify if the Payment Due Date is correct in accordance to the terms of the contract.

The Payment Terms may be changed here only if necessary or applicable

Ensure the correct "Payment Method Supplement (PMS)" is utilized. This

code is utilized for reporting purposes and for the CVS Leadership to track Invoice Documents processed at their locations only. It is also needed to "route" GFEBS "Workflow" transactions that need to be viewed/approved by a second party. **To route payments to DDS, use "01".**

Transaction: Invoice

Basic Data | Payment | Details | Tax | Withholding tax

BaselineDt: 11/14/2014 | Payt Terms: Z030 | 30 Days

Due on: 12/14/2014 | Days

Discount: | AFN | Days net

Pmt Method: T | Pmt Meth.Sup.: 01

Inv.ref. | House Bank

Part. Bank | Account | Additional

Agree: 450201

Payment Method Supplement (1)

PmtMthSu	Description
00	ADS ARMY/DFAS ENTITL-DFAS DISB
01	DDS OCONUS/RETROGRDE DFAS DISB
02	TREASURY DISB
AF	Bagram, Afghanistan 8830
AG	Kandahar, Afghanistan 8831
BE	Casteau, Belgium
DE	Kaiserslautern, Germany
EB	Ebola Relief Effort
EG	Egypt Bright Star
IT	Vicenza, Italy
KQ	Kuwait
KR	Seoul, Korea
KS	Urosevac, Kosovo
KX	Korea Contingency
SA	Saudi Arabia

15 Entries found

Ensure the correct Payment method is reflected in this field (i.e., EFT=T, Treasury Check = C, etc.)

# MIRO- Enter Incoming Invoice

## (Cont'd)

PO Reference		G/L Account		Additional			
Purchase Order/Scheduling Agree▼		4502013332					
				Goods/service items			
				Layout All information			
Item	Amount	Quantity	Or...	Purchase Or...	Item	PO Text	Tax Cod
1	118,644.06	6.000	EA	4502013332	10	Mother boards, Alienware, 6 ghtz	10 (A/P)
2	22,598.80	20.000	EA	4502013332	20	Optical Mouse, HP model HP5641	10 (A/P)
3	50,847.50	10.000	EA	4502013332	30	External DVD writer, HP model HP091021	10 (A/P)



After all the input has been made for the incoming Invoice, ensure the Quantities and information are accurate prior to continuing.

LINE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
0001	Mother boards, Alienware, 6 ghtz	6	19,774.01	AFN 118,644.06
0002	Optical Mouse, HP model HP5641	20	1,129.94	AFN 22,598.80
0003	External DVD writer, HP model HP091021	10	5,084.75	AFN 50,847.50
	AFN = .01770 USD			

*\*physical copy of Invoice*



# MIRO- Enter Incoming Invoice

(Cont'd)

**Enter Incoming Invoice from Balance Code ARMY**

Menu

Transaction Invoice

Shows PO picture Show worklist Other Invoice Document Hold **Simulate** Messages Help

Balance  AFN

Reads "0" (this ensures the GR and IR are in Balance).

7

Although not a requirement prior to Posting the Invoice, the user may select “Simulate” to view the effects (mostly on G/L Accounts) of posting the transaction. Once finished viewing the simulation, the user may elect to “Post” at that point). If the user does not elect to Post, click the red “x” and post on the main screen.

post on the main screen.

Position	G/L	Act/Mat/Ast/Vndr	Amount	Curr...	Purchasing ...	Item	T...	Jurisd. Code	Tax date	Bus...
2	2110.0500	Goods Receipt/Invoice Rec	118,644.06	AFN	4502013332	10	...			ARMY
3	2110.0500	Goods Receipt/Invoice Rec	22,598.80	AFN	4502013332	20	...			ARMY
4	2110.0500	Goods Receipt/Invoice Rec	50,847.50	AFN	4502013332	30	...			ARMY
1110000001	2110.0100	INDUSTRIAL CONSTRUCTI	192,090.36-	AFN			...			ARMY

Debit 192,090.36      Credit 192,090.36      Bal. 0.00

Back Post Display Currency

# MIRO- Enter Incoming Invoice

(Cont'd)

**Enter Incoming Invoice: Company Code ARMY**

Menu  **Post** Back Exit Cancel System  Show PO structure Show worklist Other Invoice Document Hold Simulate Messages Help

Transaction Invoice  Balance 0.00 AFN

Basic Data Payment Details **8** x Withholding tax Vendor SW716050

Inv. rcpt date 11/15/2014  
Invoice date 11/14/2014  
Posting Date 11/19/2014  
Amount 192,090.30  
Tax amount  
Text  
Paym  
Base

Click "Post" to save your work and record the Invoice against the Purchase Order (PO), if it wasn't clicked on the simulate screen.

System Notification to alert the user the transaction was successfully saved. This number is permanently assigned to the MIRO transaction. Must be used to query and identify it in the future.

**Note:** Writing the GFEBS number on the document establishes an audit trail.

**INVOICE**  
Invoice Number: 3251638  
Date: 11-NOV-14

Document no. 5105603381 created

5105603381

# ME23N- PO Status After Invoice Input

**SPS PO - ITS Rate 4502013332 Created by Maria Spolarova**

Menu  Back Exit Cancel System

SPS PO - ITS Rate 4502013332 Vendor

Delivery/Invoice Conditions Texts Address Communication Partners Address Data Org. Data Status Customer Data

Active	Ordered	36.000 EA	2,090.36 AFN
Not Yet Sent	Delivered	36.000 EA	2,090.36 AFN
Fully Delivered	Still to deliv.	0.000 EA	0.00 AFN
Fully Invoiced	Invoiced	36.000 EA	192,090.36 AFN
	Down paymts		0.00 USD

PO Status after MIRO Input

MIRO input. Click to view saved transaction.

6 ght:

Sh. Text	MvT	Material D	Item	Posting Date	Quantity	Delivery cost qu
WE	101	50000076	1	11/19/2014	6.000	
Tr./Ev. Good					6.000	
RE-L		5105603381	1	11/19/2014	6.000	
Tr./Ev. Invoic					6.000	

**Display Invoice Document 5105603381 2015**

Menu  Back Exit Cancel System Show PO str

Transaction Invoice 5105603381 2015

Basic Data Payment Details Tax Withholding tax

Inv. rcpt date 11/15/2014  
Invoice date 11/14/2014 Reference 3251638  
Posting Date 11/19/2014  
Amount 192,090.36 AFN Calculate tax  
Tax amount 0.00 IO (A/P sales tax, 0  
Text  
Paymt terms 30 Days net  
Baseline Date 11/14/2014





# Invoice Reversal Processes

# Invoice Reversal Processing

The following procedures allow the user to reverse an erroneously processed Invoice. These procedures discussed here apply only to Invoices that have not been made part of a Payment Proposal or been paid by Disbursing (no “Clearing Numbers” have been issued by GFEBS). Two T-Codes are necessary in order to completely reverse an Invoice and ensure the Vendor Account is cleared:

**MR8M (Cancel Invoice Document)**- Reverses the original “MIRO” transaction

**F-44 (Clear Vendor: Header Data)**-Manually


*Note: Procedures to adjust or reverse documents that have been issued “Clearing Numbers” will be covered in a separate block of*

**Clears the Invoice entry in the GFEBS**

# ME23N- Invoice Reversal Research


Demonstrate using Walkthrough PO 3

**SAP Easy Access -**

Menu ▾ ME23N 

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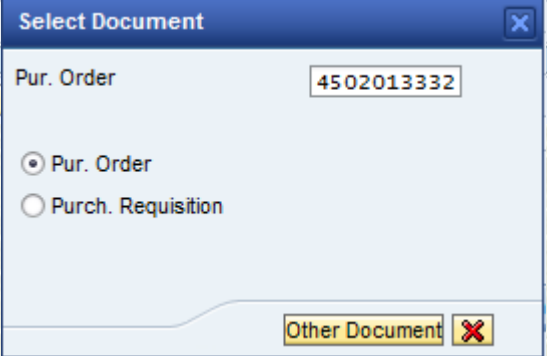
**SPS PO - ITS Rate 4502013432 Created by Maria Snelgrove**

Menu ▾  Back Exit Cancel System ▾ | Document Overview On Create Display/Change **Other Purchase Order**

SPS PO - ITS Rate ▾ 4502013432 Vendor 42PE9050 DVM COMPUTER CONSULTA Doc. date 09/05/2014

Header


S...	Itm	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date	Net Price	C	Per	O
	10	K			Cisco Switch, WS-C3750G 48	5,000	EA	D	10/31/2015	427,337.29		1	E
	20	K			Cisco Switch, WS-C3750G 24								
	30	K			Cisco Switch, WS-C3560-8PC								




Select Document

Pur. Order 4502013332

☒ Pur. Order  
☐ Purch. Requisition

Other Document 



**If the desired PO is not displayed, Click "Other PO" and enter the applicable PO number**

Add Planning



# ME23N- Invoice Reversal Research (Cont'd)

## SPS PO - ITS Rate 4502013332 Created by Maria Snelgrove

Menu

SPS PO - ITS Rate 4502013332 Vendor SW716050 INDUSTRIAL CONSTRUCTIO Doc. date 09/05/2014

Header

S...	Item	A	I	Material	Short Text	PO Quantity	O												
	10	K			Mother boards, Alienware, 6	6.000	E												
	20	K			Optical Mouse, HP model HP5	20.000	EA	D	10/31/2015	1,129.94	AFN	1	EA	General Equipn	ASG-Kuwait				
	30	K			External DVD writer, HP mode	10.000	EA	D	10/31/2015	5,084.75	AFN	1	EA	General Equipn	ASG-Kuwait				

Access and research the PO History to ensure the correct Invoice is being reversed



Add Planning

Item

[ 10 ] Mother boards, Alienware, 6 ght.



Material Data

Quantities/Weights

Delivery Schedule

Delivery

Invoice

Conditions

Account Assignment

Purchase Order History

Texts

Delivery Address

Material group

310A

Vendor mat. no.

EAN/UPC

Vendor sub-range

Vendor Batch

☐ InfoUpdate

- ✓ Material Data
- Quantities/Weights
- Delivery Schedule
- Delivery
- Invoice
- Conditions
- Account Assignment
- Purchase Order History**
- Texts
- Delivery Address
- Confirmations
- Condition Control
- Retail
- Customer Data

# ME23N- Invoice Reversal Research (Cont'd)

Item [ 10 ] Mother boards, Alienware, 6 ght:▼

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Purchase Order History Texts

Sh. Text	MvT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OUN	Amount in LC	L.cur	Qty in OPUn	DelCostQty (OPUn)	Order Price Unit
WE	101	5000007672	1	11/19/2014	6.000	0.000	EA	2,100.00	USD	6.000	0.000	EA
Tr/Ev. Good												
RE-L		5105603381									0.000	EA
Tr/Ev. Invoice												

Double Click on the Invoice number shown in the Purchase Order History tab.

**INDUSTRIAL CONSTRUCTION & TRADING CO**  
Beirut Street  
Hawally  
POC: MASON SMITH 555-1212

**Ship To:**  
101ST Engineer BDE  
Camp Bagram AF 09999

**SALESPERSON** P.O. NUMBER DATE SHIPPED  
W91B4K-15-M-4050

**LINE NUMBER** DESCRIPTION  
0001 Mother boards, Alienware, 6 ghtz  
0002 Optical Mouse, HP model HP5641  
0003 External DVD writer, HP model HP091021  
AFN = .01770 USD

**INVOICE**  
Invoice Number: 3251638  
Date: 15-Nov-14

**Display Invoice Document 5105603381 2015**  
Menu Back Exit Cancel System Show PO struc  
Transaction Invoice 5105603381 2015  
Details Tax Withholding tax  
Invoice date 11/14/2014 Reference 3251638  
Paymt terms 30 Days net  
Baseline Date 11/14/2014

Review the selected Invoice transaction to ensure it matches the document that needs Reversal/Cancellation.

# MR8M- Cancel Invoice



**SAP Easy Access -**  
Menu **MR8M** **Enter**

**Cancel Invoice Document**  
Menu **Reverse**

Invoice Document No. **5105603381**  
Fiscal Year **2015**

**Details Re Reversal Posting**  
Reversal Reason **01**  
Posting Date **11/19/2014**

The last GFEBS generated Invoice number and FY will appear in the screen. If this is not the one needing the reversal, ensure the correct Invoice number and

Select a Reversal "Reason" (will most likely be "01" for the current period).

Enter date of Reversal

(Today).

INDUSTRIAL CONSTRUCTION & TRADING CO  
Beirut Street  
Hawally  
POC: MASON SMITH 555-1212

**5105603381**

**INVOICE**

Invoice Number: 3251638  
Date: 15-Nov-14

**Reason for Reversal (1)**

Restrictions

Reason	Text
01	Reversal in current period
02	Reversal in closed period
03	Actual reversal in current period
04	Actual reversal in closed period
05	Accrual/deferral posting

**Calendar**

11/19/2014

Mo	Tu	We	Th	Fr	Sa	Su
40	29	30	1	2	3	4
41	6	7	8	9	10	11
42	13	14	15	16	17	18
43	20	21	22	23	24	25
44	27	28	29	30	31	1
45	3	4	5	6	7	8
November 2014						
44	27	28	29	30	1	2
45	3	4	5	6	7	8
46	10	11	12	13	14	15
47	17	18	19	20	21	22
48	24	25	26	27	28	29
49	1	2	3	4	5	6



# MR8M- Cancel Invoice (Cont'd)

**Cancel Invoice Document**

Menu  ◀ **Reverse** ▶

Invoice Document No.

Fiscal Year

**Details Re Reversal Posting**

Reversal Reason

Posting Date

☒ Document reversed with no. 5105603382: Please manually clear FI documents

Once all input has been verified utilizing the PO history and documentation Click

"Reverse"

4

System Notification to alert the user the Invoice was successfully reversed. The number issued by the system is permanently assigned to the MIRO reversal transaction. The message also prompts the user to manually clear the FI document (this action is executed with T-Code "F-44" covered in the next module).

# F-44- Clear Vendor: Header Data

**SAP Easy Access -**

Menu

Enter

**NOTE: For Training purposes each student must enter their three digit student number on the end of the CAGE code, in the "Account" box. For Example student #2 would enter SW716002**

**Clear Vendor: Header Data**

Menu

Account  Clearing  Period   
Company Code  Currency

**Open Item Selection**

Special G/L Ind  ☒ Normal OI

Enter the Vendor CAGE Code and Company Code for the Invoice Document Reversed during the MR8M

**Note:** Failure to execute an F-44 immediately after the MR8M will result in a Vendor and General Ledger account imbalance that will affect the "Payment Proposal" procedures.

**Clear Vendor Process open items**

Menu

Standard Partial Pmt Res. Items WH Tax

Account items SW716050 INDUSTRIAL CONSTRUCTION & TRADING

Assignment	Document Number	D...	P...	Posting Date	Document D...	AFN Gross	CashDiscount	CDPer.
51056033812015	5105603381	RE	31	11/19/2014	11/14/2014	192,090.36-		
51056033812015	5105603382	RE	21	11/19/2014	11/14/2014	192,090.36		

# F-44- Clear Vendor: Header Data

(Cont'd)

Double-Click the **"Red"** AFN Gross Amount to clear the "Not Assigned" imbalance.

Click "Post"

Post

## Account items SW716050 INDUSTRIAL CONSTRUCTION & TRADING

Assignment	Document Number	D...	P...	Posting Date	Document D...	AFN Gross	CashDiscount	CDPer.
51056033812015	5105603381	RE	31	11/19/2014	11/14/2014	192,090.36		
51056033812015	5105603382	RE	21	11/19/2014	11/14/2014	192,090.36		

Note that both the Invoice (MIRO) and Reversal (MR8M) Document Numbers are present in this screen (PK 31-Invoice and PK

21-Invoice Reversal)

The "Not Assigned" field indicates the imbalance (if the MIRO and MR8M are not offsetting correctly) that needs to be cleared with this T-Code

Once Item 3 & 4 above are carried out, the Amount entered will turn **"Black"** and the "Not Assigned" amount below will show a zero "0", indicating (no imbalance)

Amount entered	0.00
Assigned	0.00
Difference postings	
Not assigned	0.00



# ME23N- PO Status after Invoice Reversal (Cont'd)

## PO Status after MIRO Reversal

**SPS PO - ITS Rate 4502013332 Created by Maria Snelgrove**

Menu  Back Exit Cancel System  Document  review

SPS PO - ITS Rate 4502013332 Vendor SW716050 INDUS

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data

Active	Ordered	36.000	EA	192,090.36	AFN
Not Yet Sent	Delivered	36.000	EA	192,090.36	AFN
Fully Delivered	Still to deliv.	0.000	EA	0.00	AFN
Not Invoiced	Invoiced	0.000	EA	0.00	AFN
	Down paymts			0.00	USD

MIRO Reversal input. Click to view saved transaction.

Negative values indicate a "Credit" toward "Invoices Received"

Sh. Text	Material Document	Item	Posting Date	Q	Delivery cost quantity	OU	Amount in L	Qty in OPUn	PostQty
WE	000007672	1	11/19/2014		0.000	EA	2,100.00	6.000	
Tr./Ev. Good				6.000		EA	2,100.00 USD	6.000	
RE-L	5105603382	1	11/19/2014	6.000-	0.000	EA	2,100.00- USD	6.000-	
RE-L	5105603381	1	11/19/2014	6.000	0.000	EA	2,100.00 USD	6.000	
Tr./Ev. Invoice				0.000		EA	0.00 USD	0.000	



# Blocking an Invoice from Payment *(Manual Process)*

# Blocking an Invoice from Payment

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An Invoice is Blocked (Changing an Invoice Document) in GFEBS for the purposes of precluding the system from retrieving the transaction from being part of a Payment Run. Blocked invoices must be monitored closely to ensure they do not incur interest when the contract is subject to the Prompt Payment Act (PPA) and to avoid unnecessary delays in the payment process for those that are not.

An Invoice may be manually blocked or GFEBS may block it automatically due to imbalances through established system variables. Once an



# Invoice Block Role-based Capabilities

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The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBs Roles:

- **Chief of CVS (FMSU)**
- ~~Senior CVS Analyst (FMSU)~~
- ~~Senior CVS Analyst (FMSSD)~~
- ~~CVS Analyst (FMSSD)~~
- **CVS Technician (FMSSD)**
- ~~CVS Clerk (FMSSD)~~

**Note:** Although only the above personnel have the ability to Block an Invoice from payment, the transaction may be “viewed” by all CVS personnel during PO research.

# FB02- Blocking an Invoice from Payment

Demonstrate using Walkthrough PO 5



**SAP Easy Access -**

Menu ▾ **FB02**

Enter

**Change Document: Initial Screen**

Menu ▾  ◀ Back Exit Cancel System ▾ **Document List**

1

Click  
"Document  
List"

Keys for Entry View

Document Number

Company Code

Fiscal Year

**Document List**

Menu ▾  ◀ Save as Variant... Back Exit Cancel System ▾ **Execute**

Company code

ARMY

to

5105603396

to

2015

to

OL

Enter the  
Fiscal Year

3

4

Click  
"Execute"

Enter GFEBS Invoice  
Document Number (Ensure  
proper research has been  
done to ensure the correct  
Invoice is being Blocked)

SERVICES,S.L.L.C.

5105603396

**INVOICE**

Invoice Number: 65438

Date: 24-Nov

Bill To:

Bagram, Afghanistan

# FB02- Blocking an Invoice (Cont'd)

**Document List**

Menu [ ] [Back] [Exit] [Cancel] [System]

Co...	DocumentNo	Year	Type	Document Date	Posting Date
ARMY	5105603396	2015	RE	11/24/2014	12/01/2014

5 Double-Click the Document to be Blocked

**Change Document: Data Entry View**

Menu [ ] [Save] [Back] [Exit] [Cancel] [System] [Display Another Document]

**Data Entry View**

Document Number: 5105603396 Company Code: ARMY Fiscal Year: 2015  
Document Date: 11/24/2014 Posting Date: 12/01/2014 Period: 3  
Reference: 35487871 Cross-Comp.No.:  
Currency: AFN Texts exist: ☐ Ledger Group:

C...	Item	PK	Account	Description	Amount	Curr.	Tx
ARMY	1	86	2110.0500	GR/IR	2,136,686.45	AFN	10
	2	86	2110.0500	GR/IR	1,582,177.95	AFN	10
	3	86	2110.0500	GR/IR	476,901.15	AFN	10
	4	31	42PE9002	DVM COMPUTER CONSULTAI	4,195,765.55	AFN	10

6 Double Click the line with a PK (Posting Key) of "31" (Invoice).

**Note:** See List of Posting Key (PK) codes at the end of the presentation.



# FB02- Blocking an Invoice (Cont'd)

**Change Document: Line Item 004**

Menu     |

Vendor: 42PE9002 DVM COMPUTER CONSULTANTS LLC G/L Acc: 2110-0100  
Company Code: ARMY 2511 ST CHARLES AVE STE 501  
UNITED STATES ARMY NEW ORLEANS Doc. no. 5

**Line Item 4 / Invoice / 31**

Amount: 4,195,000 USD LC: 74,265.05 USD

**Additional Data**

Bus. Area: ARMY  
Disc. base: 4,195,000  
Payt Terms: Z030 Days/percent: 37 %  
Bline Date: 11/24/2014  
Pmnt Block: **B**  
Payment cur.:  
Pmt Method: T Pmt meth.supl. 00  
Assignment: 51056033962015  
Text:

☒ Changes have been saved

**Payment Block Key (1)**

Restrictions

Block ind.	Description
	Free for payment
*	Skip account
A	Locked for payment
B	Blocked for payment
C	PowerTrack Block
D	Blocked for DiscTerm
E	FAS-Interfund
F	Fast Pay Block
G	Processed for 1080
H	CISIL LIV Paymnt Bick
I	CML:InvestorContract
J	EA Required
K	EA Pending
L	EA Rejected
M	Misc Pay Block
N	Postprocess inc.pmnt
O	TBO payments
P	Payment request
R	Invoice verification
S	Supplementary/Misc.

Click "Save" to prevent the Invoice from being paid

Enter the appropriate "Payment Block Key" (reason). Usually "B" when manually blocking an Invoice

# MIR4- Document Status after Blocking Invoice (Cont'd)

**Display Invoice Document 5105603396 2015**

Menu  ◀ Back Exit Cancel System ▶ Show PO structure Follow-On Documents ...

Transaction Invoice 5105603396 2015

Basic Data **Payment** Details Tax Withholding tax

Inv. rcpt date 11/01/2014  
Invoice date 11/01/2014  
Posting Date 11/01/2014  
Amount 1,765.55  
Tax amount  
Text  
Pymt terms

Reference 35487871  
AFN ☐ Calculate tax  
IO (A/P sales tax, 0.0%)

Vendor 42PE9002  
DVM COMPUTER CONSULTANTS LLC  
2511 ST CHARLES  
NEW ORLEANS, LA 70117

BaselinetDt 11/24/2014  
Due on 12/24/2014  
Discount 0.00 AFN  
Payt Terms 0 Days 0.000 %  
0 Days 0.000 %  
0 Days net

Pmt Method T Pmt Meth.Sup. 00 Pmt Block  
Inv.ref.  
Part. Bank House Bank

**Blocked for payment**

After selecting the correct Invoice Document, Click the "Payment" tab.

This Invoice has been Blocked for Payment.

Quantity		
2	1,582,177.95	
3	476,901.15	



# Releasing a Blocked Invoice for Payment



# Releasing an Invoice for Payment

---

Use this procedure to release “Blocked Invoices” for payment once the Invoice has been matched to the Goods Receipt (GR) and Purchase Order (PO). If you receive and process an Invoice before Goods Acceptance is received/processed, the Invoice will be saved in a “Blocked Status”. The recording of the Acceptance of Goods and Services does not automatically Unblock these Invoices. The monitoring of Blocked Invoices must be done daily (especially prior to a Payment Proposal Run) to Unblock Invoices that have matching Goods Receipts/Acceptances. This transaction will be used for Contractual Invoices

# Inv. Release Role-based Capabilities

---



The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBs Roles:

- ~~Chief of CVS (FMSU)~~
- ~~Senior CVS Analyst (FMSU)~~
- ~~Senior CVS Analyst (FMSD)~~
- **CVS Analyst (FMSD)**
- ~~CVS Technician (FMSD)~~
- ~~CVS Clerk (FMSD)~~

**Note:** Although only the CVS Analyst has the ability to Release an Invoice for payment, the Blocked Invoice may be “viewed” by all CVS

# Releasing an Invoice for payment (Cont'd)

---

## Types of Invoice Blocks:

- **Blocked Due to Variances (automatic)**- Invoices Blocked by GFEBS (system generated) because the Invoice information does not match the Goods Receipt/Acceptance or Purchase Order data.
- **Manual Payment Block**- Invoices Blocked by a user for the purposes of ensuring a payment is not processed against them for a particular reason.
- **Stochastically Blocked (automatic)**- Invoices Blocked by GFEBS (system generated) due to an established random variable in the system.



# MRBR- Releasing Blocked Invoices

## Displaying the Blocked Invoices



**Note:** For the purposes of training, enter \*1\* as the invoice and FY 2010 as the search strings

Click Execute to view query results

**SAP Easy Access -**

Menu ▾ **MRBR** Enter

**Release Blocked Invoices**

Menu ▾ Save as Variant... Back Exit Cancel System ▾ Execute 5

Select the Processing method ("Manually" is preferred due to the ability the user has to select which invoices to release)

1 Enter the applicable FY search Criteria

2 Enter the applicable Posting Date Criteria

3

Processing

☒ Release Manually

☐ Move Cash Disc. Date

4

Select the procedure used to Block the Invoice (all options should be utilized individually to ensure all Invoices are viewed regardless of Blocking reason)

☒ Blocked Due to Variances

☐ Manual Payment Block

☐ Stochastically Blocked

**Release Blocked Invoices**

Menu ▾ Save Changes Back Exit

Stat...	Doc. No.	Year	Crcy	TransDate	Exchange rate
	5105600351	2010	USD	04/21/2010	1.00000
	5105600352	2010	USD	04/21/2010	1.00000
	5105600353	2010	USD	04/21/2010	1.00000
	5105600354	2010	USD	04/21/2010	1.00000

# MRBR- Releasing Blocked Invoices (Cont'd)

## Researching the Blocked Invoices

Release Blocked Invoices												
Menu ▾		Save Changes		Back	Exit	Cancel	System	Blocking Reason	Release Invoice	Details	Select All	Deselect All
Stat...	Doc. No.	Year	Crcy	TransDate	Exchange							
	5105600351	2010	USD	04/21/2010	1.							
	5105600352	2010	USD	04/21/2010	1.							
	5105600353	2010	USD	04/21/2010	1.							
	5105600354	2010	USD	04/21/2010	1.00000	USD	RE	04/21/2010	ARMY 48L40	TRIDELTA ELECTRIC INC		
	5105600355	2010	USD	04/21/2010	1.00000	USD	RE	04/21/2010	ARMY 48L40	TRIDELTA ELECTRIC INC		

This is the list of Blocked Invoices based on the search criteria entered on the previous screen. Thorough research must be conducted prior to contemplating their Release.

Quantity	OUn	SD	Difference	Quantity	D...	Difference	Value
1.000	EA			1.000	0		9.00
1.000	EA			1.000	0		9.00

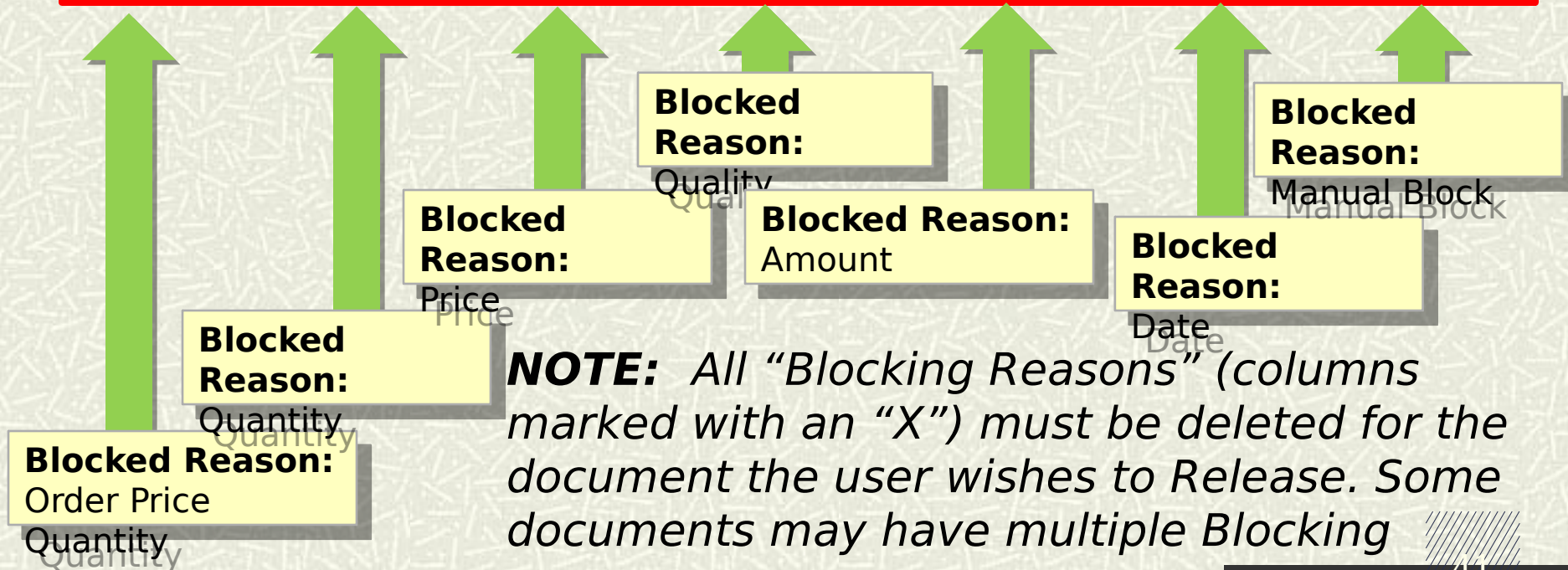
Scroll to the right to view the reasons the Invoices were blocked. *There are large amounts of data on each line so be prepared to scroll left and right frequently*

Qty	Prc	Qua	ItA	Dte	Man
×	×				
×	×				
×					
×					

The "X" indicates the reason the Invoice was Blocked

# MRBR- Releasing Blocked Invoices (Cont'd)

OPQ	Qty	BlockR Pr.	Blk Qual	BR Amount	Dte	Man
	X	X		X		
	X	X				
	X					X
	X		X			
X	X					
	X				X	



**NOTE:** All “Blocking Reasons” (columns marked with an “X”) must be deleted for the document the user wishes to Release. Some documents may have multiple Blocking reasons.



# MRBR- Releasing Blocked Invoices (Cont'd)

**Release Blocked Invoices**

Menu  Save Changes Back Exit Cancel System  Blocking Reason Release Invoice Details Select All Deselect All

Stat...	Doc. No.	Year	Crcv	T
	5105600351			
	5105600352	2010	USD	04/21/2010
	5105600353	2010	USD	04/21/2010
	5105600354	2010	USD	04/21/2010
	5105600355	2010	USD	04/21/2010

Click on item Document Number to view the Invoice you wish to research prior to releasing it; ensure the release action is driven by the ability to pay the Vendor through a legitimate document "Three-Way-Match"

**Display Invoice Document 5105600351**

Menu  Back Exit

Transaction Invoice

Basic Data Payment Details Tax Withholding tax

Inv. recpt date 04/21/2010  
Invoice date 04/21/2010  
Reference 12123

USD ☐ Calculate tax  
10 (A/P sales tax, 0%)

Vendor 48L40  
TRI DELTA ELECTRIC INC  
29 SANTA CRUZ CT  
PITTSBURG CA 94565-2365  
4157254932

After viewing the Blocked Invoice Document, press "Back" to return to the MRBR screen.

An entry other than "Free for Payment" indicates the Invoice was system or manually Blocked from Payment

# MRBR- Releasing Blocked Invoices (Cont'd)

## Releasing the Blocked Invoices

**Release Blocked Invoices**

Menu  ◀ Save Changes Back Exit Cancel System ▶ Blocking Reason Release Invoice Details Select All Deselect All

Stat...	Doc. No.	Year	Crcy	TranslDate	Exchange rate	L.cur	...	Posting Date	CoCd	Inv. Pty	Name
	5105600351	2010	USD	04/21/2010	1.00000	USD	RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC
	5105600352	2010	USD	04/21/2010	1.00000	USD	RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC

Click the "Blocking Reason" button (Cancel Blocking Reason)

Single-Click on the "Blocked Reason" with the "X"

Blocking Reason Release Invoice Details Select All Deselect All Sort in Ascending Order Sort in Descending Order

Quantity	OUN	SD	Difference	Quantity	D...	Difference	Value	...	N...	Line	OPQ	Qty	BlockR Pr.
1.000	EA			1.000	0		9.00					×	×
1.000	EA			1.000	0		9.00					×	×

After the "Blocking Reason" button is pressed, the "X" will be changed to a "Trashcan Icon" denoting the deletion of the Blocking Reason

Sort in Descending Order Set Filter Total Print Preview

PQ	Qty	BlockR Pr.	Blk Qual	BR Amount	Dte	M
	×	×				
	🗑	×				

# MRBR- Releasing Blocked Invoices (Cont'd)

**Release Blocked Invoices**

Menu | Save Changes | Back | Exit | Cancel | System | Release Invoice | Details | Select All | Deselect All | Sort

Stat...	Doc. No.	Year	Crcy	TransDate	Exchange rate	L.cur	...	Posting Date	CoCd	Inv. Pty	Name
	5105600351	2010	USD	04/21/2010	1.00000	USD	RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC
	5105600352	2010	USD	04/21/2010	1.00000	USD	RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC
	5105600353	2010	USD	04/21/2010	1.00000	USD	RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC

3

Single Click the empty grey block furthest to the left of the line to "Select the Invoice Record"

Click "Save Changes" to ensure all "Released Invoices" are saved. Once saved, the Invoice will be removed from the "Blocked Invoice List"

## Release Blocked Invoices

Menu | Save Changes | Back | Exit | Cancel | System | Blocking Reason | Release Invoice | Details

Stat...	Doc. No.	Year	Crcy	TransDate	Exchange rate	L.cur	...	Posting Date	CoCd	Inv. Pty	Name
	5105600351	2010	USD	04/21/2010	1.00000	USD	RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC
	5105600352	2010	USD	04/21/2010	1.00000	USD	RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC

**Note:** after "Releasing", a "Status" icon of a green flag will appear



# MIR4 - Document status after Releasing Invoice (Cont'd)

**SAP Easy Access -**

Menu

---

**Display Invoice Document**

Menu

Invoice Document No.   Enter Invoice Document Number and FY

Fiscal Year   Click "Display Document"

---

**Display Invoice Document 5105600353 2010**

Menu        Select the "Payment" Tab

Transaction

**Basic Data** **Payment** **Details** **Tax** **Withholding tax**

BaselineDt  Payt Terms   Days  %

Due on   Days  %

Discount  USD  Days net

Fixed ☐   The Invoice is now "Free for Payment".

Part. Bank  House Bank  /

**Payment** **Details** **Tax** **Withholding tax**

Reference

USD ☐

30 Days net

04/21/2010

# Other Invoice Related T-Codes



**MIR4 (*Display Invoice Document*)**- Utilized to retrieve a single processed Invoice without having to utilize the Purchase Order (PO) History. *The GFEBS generated Invoice number must be available.*

**MIR5 (*Display List of Invoice Documents*)**- Utilized to retrieve a list of processed Invoices by entering data search “ranges”.

**Examples:** search by ranges of Fiscal year (2010-2013), Posting Date (1-15 Jan 2013), Invoice amount (\$1-\$10),

**FB03 (*Display Document*)**- Utilized to view the document after it has posted. This is a widely utilized method to determine if an Invoice has been “Blocked”.

# Check on Learning



**Who in the CVS Section has the ability (GFEBS Role) to process “Invoices”?**

CVS Analyst  
CVS Clerk

CVS Technician  
Senior CVS Analyst

➤ **What T-Code is utilized to process Contractual “Invoices”?**

MIRO- Enter Incoming Invoice.

➤ **When processing a MIRO, where must the data come from for the “Invoice Date” and “Reference” fields?**

The date of the Invoice and the Invoice Number (both assigned by the vendor).

➤ **Can an Invoice be processed before the “Goods Receipt (GR)”?**

Yes.

➤ **If an Invoice is processed before the GR, what are the consequences?**

All Goods/Services data must be input manually and the Invoice will be saved as “Blocked for Payment” due to the absence of the GR (must be unblocked in the future)

➤ **If an Invoice is processed before the GR and the GR is processed afterwards, will the Invoice be “Un-Blocked” automatically?**

No. The Invoice will have to be Un-Blocked manually by someone with the appropriate GFEBS Role



# Check on Learning (Cont'd)

- **What is a good practice after GFEBS provides the user with the GFEBS-generated “Document Number” after “Posting” is accomplished?**

Write the number on the document or other supporting ledger.

- **What T-Code(s) is/are utilized to process a complete “Invoice Reversal”?**

MR8M- Cancel Invoice

F-44 – Clear Vendor: Header Record

**Where can a user go to view the status of the PO after a MIGO and/or MR8M input?**

ME23N- Display Purchase Order (PO), Purchase Order History

**Who in the CVS Section has the ability (GFEBS Role) to “Block” an Invoice from payment?**

CVS Technician  
Chief of CVS  
Senior CVS Analyst

CVS Analyst

- **What T-Code is utilized to block an Invoice from payment?**

FB02- Change Document.

**Who in the CVS Section has the ability (GFEBS Role) to “Un-Block” an Invoice for payment?**

CVS Technician  
Chief of CVS  
Senior CVS Analyst

CVS Analyst

- **What T-Codes may a user utilize to determine if an Invoice is “Blocked”?**

MIR4 or FB03.

# Check on Learning (Cont'd)

➤ **Name the three reasons why an Invoice may be Blocked:**

1. Manually Blocked by a user.
2. Blocked due to variances (amounts, quantities, etc.).
3. Blocked by the system due to random variables in the system (stochastic).

➤ **What T-Code is utilized to Release Blocked Invoices for payment?**

MRBR- Release Blocked Invoices.

➤ **May an Invoice have multiple “Blocking Reasons”? What “character” is utilized in the system to earmark each reason?**

Yes. An “X” is placed under one or multiple of the “Blocking Reason” columns in the MRBR screen.

The screenshot shows the SAP 'Enter Incoming Invoice' screen for Company Code ARMY. The screen has a title bar 'Enter Incoming Invoice: Company Code ARMY'. Below the title bar, there is a menu bar with buttons: Menu, Post, Back, Exit, Cancel, System, Show PO structure, Show worklist, and Other Invoice Do. The main area of the screen is divided into two sections. The top section has a 'Transaction' field with the value 'Invoice' and a 'Balance' field with the value '0.20-USD'. The bottom section has a 'Transaction' field with a dropdown arrow. A red box highlights the 'Balance' field.

➤ **While processing an Invoice (MIRO), what may cause this condition?**

The total of the Invoice being processed and the total of the Goods Receipt do not match.

# Check on Learning (Cont'd)

↑ S...	MvT	Material Do...	Item	Posting Date	±Quantity	Delivery cost quantity	O...	±Amount in LC	L.cur
WE	101	<u>5000005777</u>	1	01/04/2013	10	0	TN	6,579.90	USD
Tr./Ev. Goods receipt					10		TN	6,579.90	USD
RE-L		<u>5105602601</u>	1	04/12/2013	10	0	TN	6,579.90	USD
Tr./Ev. Invoice receipt					10		TN	6,579.90	USD

- **Has an Invoice been processed for this Purchase Order? How can you tell?**  
 Yes! A MIRO transaction that affected the "Invoice Receipt" total was processed.

Additional Data	
Bus. Area	ARMY
Disc. base	22,380.87 USD
Disc. amount	0.00 USD
Payt Terms	2030
Days/percent	31 0.000 % 0 0.000 % 0
Blinc Date	04/12/2013
Fixed	<input type="checkbox"/>
Pmnt Block	B
Invoice ref.	/ / 0
Payment cur.	
Pmnt/c amnt	0.00
Pmt Method	<input type="checkbox"/> Pmt meth.supl. AF
Assignment	51056026012013

- **Using the above FB03 screen, could Invoice Document number 5105602601 be paid? Why?**  
 No. The document has been blocked from Payment (B-Block)





# Document Attachments (Invoice)

# Document Attachments

---

Use this procedure where policy dictates the need to attach the physical documentation to the Invoice transaction (either MIRO, FB60 or FB65). Only the “Invoice Processor” should execute this action. Miscellaneous Pay approvers (Certifiers) should not; their actions will create system issues (Workflow).

Attaching the document creates an outstanding audit trail for future reference and for the researching of similar payments against a particular Contract.

***NOTE:*** In “GFEBS Production” this process must be

# Change Document Role-based capabilities

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The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- **Chief of CVS (FMSU)**
- ~~Senior CVS Analyst (FMSU)~~
- ~~Senior CVS Analyst (FMSSD)~~
- ~~CVS Analyst (FMSSD)~~
- **CVS Technician (FMSSD)**
- ~~CVS Clerk (FMSSD)~~



# FB02- Change Document (file attachment)



**SAP Easy Access -**

Menu **FB02** Enter

**Change Document: Data Entry View**

Menu Save Back Exit Cancel System Display

**Data Entry View**

Document Number: 5105603381 Company Code: ARMY Fiscal Year:   
Document Date: 11/14/2014 Posting Date: 11/19/2014 Period:   
Reference: 3251638 Cross-Comp.No.:   
Currency: AFN Texts exist: ☐ Ledger Group:

**Create Attachment**

- Create note
- Create external document (URL)
- Store business document
- Enter Bar Code

**Create...**

- Attachment list
- Private note
- Send
- Relationships
- Workflow
- My Objects
- Help for object services

1 Click the "Services for Object" button

2

Hover over the "Create..." option then click on the "Create Attachment" option

C...	Item	PK	...	Account	Description	Amount	Curr.	Tx
ARMY	1	86		2110.0500	GR/IR	118,644.06	AFN	IO
	2	86		2110.0500	GR/IR	22,598.80	AFN	IO
	3	86		2110.0500	GR/IR	50,847.50	AFN	IO
	4	31		SW716050	INDUSTRIAL CONSTRUCTION	192,090.36	AFN	IO

# FB02- Change Document (file attachment) (Cont'd)

**Change Document: Data Entry View**

Menu | Save | Back | Exit | Cancel | System | Display Another Document | Select Individual Object | Display Document Header | Taxes | Display Currency

Data Entry View

Doc: Import file

Look In: SapWorkDir | Recent | Desktop | Computer | OSDisk (C:) | Users | tamera\_o'dell | SapWorkDir | DVD RW Drive (D:)

File Name: | Files of Type: All Files (\*.\*)

Open | Cancel

3 Select the location of the file to be attached

4 Double Click the Appropriate document or press "Open"

Invoice Industrial Construction.PNG

File Name: Invoice Industrial Construction.PNG | Files of Type: All Files (\*.\*)

Open | Cancel

System notification of successful attachment

The attachment was successfully created

# MIR4/FB03- Viewing a file attachment

**Display Invoice 5105603381 2015 (Canceled)**

Click the "Services for Object" button

Click the "Attachment List" button

Double Click the desired file or Click the "Display" button (glasses) to view the document

**Attachment List**

Icon	Title	Creator Name	Created ...
	Invoice Industrial Construction	Samantha Denley	11/20/2014
	Invoice Industrial Construction	Samantha Denley	

**INDUSTRIAL CONSTRUCTION & TRADING CO**  
Beirut Street  
Hawally  
POC: MASON SMITH 555-1212

**INVOICE**  
Invoice Number: 3251638  
Date: 15-Nov-14

**Ship To:**  
101ST Engineer BDE  
Camp Bagram AF 09999

**Bill To:**  
Kuwait Payment Office  
BLDG T2020 Commercial Vendor SVC  
APO, AE 09386  
DoDAAC: HQ0697

SALE \$PERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
	W91B4K-15-M-4050			DEST	NET 30

LINE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
0001	Mother boards, Alienware, 8 ghtz	8	19,774.01	AFN 118,644.06
0002	Optical Mouse, HP model HP5641	20	1,129.94	AFN 22,598.80
0003	External DVD writer, HP model HP091021	10	5,084.75	AFN 50,847.50
	AFN = .01770 USD			

**Item**

1

**Tax Ct**

10 (A/F)





# Determining the current status of an CVS Payment (Clearing Documents)

# CVS Payment Status (Clearing Documents)

---

This procedure is utilized to verify the status of a payment transaction after the “GFEBS Payment Proposal Certification” and/or “DDS Disbursing Payment” procedures have been executed (*to be covered in depth in the CVS Analyst class*).

It is of utmost importance for the CVS Clerk and Technician to have the ability to discern the latest status of a Certified vendor payment.

The Invoice Document is updated with a GFEBS “Clearing Number” after the payment run is executed by the CVS Analyst. Subsequently, the payment is updated again with an additional “Clearing Number” after the payment is successfully ran through the Disbursing System. A Vendor is not considered paid unless the

# View Document Role-based capabilities

---



The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- **Chief of CVS (FMSU)**
- **Senior CVS Analyst (FMSU)**
- **Senior CVS Analyst (FMSD)**
- **CVS Analyst (FMSD)**
- **CVS Technician (FMSD)**
- **CVS Clerk (FMSD)**



# FB03- Display Document (Status)



**SAP Easy Access -**

Menu ▾ **FB03**

Enter

3

Press  
"Enter"

## Display Document: Initial Screen

Menu ▾ Back Exit Cancel System ▾ Document List First Item Editing Options

### Keys for Entry View

Document Number

5105600189

Company Code

ARMY

Fiscal Year

2008

1

Enter the desired Document  
Number (GFEBs Invoice document  
number)

2

Enter the Fiscal Year applicable to the Document  
Number

## Display Document: Data Entry View

Menu ▾ Back Exit Cancel System ▾ Change Display/Change Mode Display Another Document Select Individual Object

### Data Entry View

Document Number	5105600189	Company Code	ARMY	Fiscal Year	2008
Document Date	08/12/2008	Posting Date	08/12/2008	Period	11
Reference	RE4502000103	Cross-Comp.No.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	



C...	Item	PK	Account	Description	Amount	Curr.	Tx
ARMY	1	31	CEFTVEND3	CEFTVEND3, ROBERT	100.00-	USD	IO
	2	86	2110.0500	GR/IR	100.00	USD	IO

# FB03- Display Document (Status)

## (Cont'd)

### Display Document: Data Entry View

Menu ◄ ◀ Back Exit Cancel System ◄ Change Display/Change Mode Display Another Document Select Individual Object

Double-Click the item with a PK code of "31" (Invoice). PK Code of "86" indicates a GR/IR

4 Debit

C...	Item	PK	Account	Description
ARMY	1	31	CEFTVEND3	CEFTVEND3, ROBERT
	2	86	2110.0500	GR/IR



**Note:** The columns shown here are only a few options the user has for display. Click this icon (Choose Layout...) and select "Change Layout" to display the desired columns (fields)

Doc. Type Code ARMY Fiscal Year 2008  
Date 08/12/2008 Period 11  
Comp.No.  
List ☐ Ledger Group

Vendor CEFTVEND3 CEFTVEND3, ROBERT G/L Acc 2110.0100

Company C

UNITED ST

Line Item

Amount

Additio

Bus. Are

Disc. bas

Payt Terms

Bline Date

Pmnt Block

Payment cur.

Pmt Method

Assignment

Text

This initial "Clearing Number" indicates the "Payment Run" has been executed and the payment file sent to Disbursing. Double-Click the number to view the document "Line Item" and verify if the payment was successfully processed by Disbursing.

**Note:** in production, this number usually starts with "24"

5

Clearing 08/12/2008 / 2000000100

51056001892008

Long text

# FB03- Display Document (Status)

## (Cont'd)

### Display Document: Data Entry View

This document indicates the payment was successfully sent to Disbursing (Disbursement in Transit).

- PKI code "25" denotes an "Outgoing Payment".
- PKI code "50" indicates a "Credit Entry"
- PKI Code "40" would indicate a "Debit Entry"

Double-Click the "Disb Tnst" line

### Display Document: Line Item 002

G/L Account 2120.0100 ☐ Disbursements in Transit  
Company Code ARMY UNITED STATES ARMY

Doc. no. 2000000100

#### Line Item 2 / Credit entry / 50

Amount 100.00 USD

#### Account Assignments

Account Center  
Functional Area ARMY  
Disb Center  
Marked Funds 0  
Chasing Doc. 0

Commitment Item AP

Auto. created

Assignment 20080812

Text

**Note:** due to the limitations of the training environment, the students will not be able to view the second "Clearing Document" in the training database

This document's lack of information indicates that no data has come from the DDS signifying that either the payment is still to be made or reported back to GFEBS as paid (Post Payment File). The next slide will show how production "Displays" post payment information.



# FB03- Display Document (Cont'd)

**“Clearing Document “after Post Payment File assimilation example**

G/L Account 2120.0100  
Company Code ARMY UNITED STA

Initial Clearing Number  
(issued when the  
payment file was sent to  
Disbursing)

Doc. no. 200000010

Payment Data  
which includes a  
Second “Clearing  
Number” indicating  
the payment was  
made by  
Disbursing

**Display Document: Data Entry View**

Menu Back Exit Cancel System Change Display/Change Mode Display

Data Entry View

Document Number 250560011 Company  
Document Date 09/12/2008 Posting Date  
Reference 8362800  
Currency USD

The “Reference”  
field is the DOV  
number (Disbursing  
Officer’s Voucher)

Asset  
Purchasing Doc.  
Value Date 8/14/2008  
Clearing Date 8/14/2008 250560011  
Assignment 20121217  
Text

Double-Click the “Clearing  
Number” to view the  
document

C...	Itm	PK	Account	Description	Amount	Curr.	Tx
ARMY	1		1010.0120	FBWT-FndDisbursed	100.00	USD	
	2		2120.0100	Disb Tnst	100.00	USD	

Long text

# Check on Learning



**Who in CVS has the ability to upload physical documentation to GFEBS?**

CVS Analyst  
CVS Technician

CVS Chief  
Senior CVS Analyst

➤ **What T-Code is utilized to upload physical documentation into GFEBS?**

FB02- Change Document

**“GFEBS Production” (real-life) what are two Clearing Number “Series”?**

2400 Series- Disbursement in Transit

2500 Series- Disbursed

➤ **What T-Code is utilized to view the “Status” of an Invoice Document?**

FB03- Display Document

➤ **When is the “Initial” Clearing Document assigned to an Invoice transaction?**

After the Payment Proposal is completed in its entirety and the data is sent to Disbursing for payment.

**When is the “Second” Clearing Document assigned to an Invoice transaction?**

After the payment is made by Disbursing (contained in the “Post Payment File” from Disbursing).

# GFEBS useful Links

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## **GFEBS Home Page**

<http://www.gfebs.army.mil/>

## **Army Knowledge Online (AKO)**

<https://www.us.army.mil>

## **milWIKI**

<https://www.milsuite.mil/wiki/Portal:GFEBS>

## **Department of Defense Financial Management Regulation (DoDFMR)**

<http://www.dod.mil/comptroller/fmr>

## **DFAS-IN 37-100**

<http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200>

## **USAFMCOM OST Training materials**

<http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500>



**QUESTIONS**

**CFEBS**

GENERAL FUND ENTERPRISE BUSINESS SYSTEM